

**Position Title**

NASA's Pathways Recent Graduate, Industrial  
Property Mgmt Specialist

**Organization**

JB311 / PROPERTY, SUPPLY, & EQUIPMENT  
BRANCH

**NASA Announcement Number**

JS13P0005

**Vacancy Type**

Case File

**OPM Control Number / Status**

337696500 / Posted

**Salary Range**

\$53,496 - \$69,539

<http://www.usajobs.gov/GetJob/ViewDetails/337696500>

**Open Dates**

02/13/2013 - 02/26/2013

**Pay Plan - Series / Grade (Low, High, Potential)**

GS - 1103 / 09, 09, 12

**Position Information**

Full-Time / Recent Graduates

**Duty Location**

483280157 - Houston, TX (1)

**Who May Be Considered**

Recent Graduates from qualifying institutions within two years of degree or certification (Veterans precluded by their military service obligation, will have up to six years to apply).

**Citizenship Required**

True

**Job Summary**

This is an advanced trainee position in the Center Operations Directorate to be filled under the NASA Pathways Recent Graduate Program. To be eligible, applicant must have received a qualifying degree within the previous 2 years (6 years for preference eligible veterans).

**Comments**

To receive consideration, you must submit a resume and answer NASA-specific questions. The NASA questions appear after you submit your resume and are transferred to a NASA web site. If you successfully apply, USAJOBS will show your application status as 'resume received - complete.' If your status is 'Application Started,' you have not successfully applied. Do not rely on a USAJOBS email to confirm successful application only an email from NASA confirms a successful application.

**Marketing Summary**

NASA, the world's leader in space and aeronautics is always seeking outstanding scientists, engineers, and other talented professionals to carry forward the great discovery process that its mission demands. Creativity - Ambition - Teamwork - A sense of Daring - and a Probing Mind - That's what it takes to join NASA, one of the best places to work in the Federal Government.

## **Key Requirements**

1. Received qualifying degree within 2 yrs (6 for veterans)
2. Position subject to pre-employment background investigation
3. Position is Excepted Service-Excluded from the Career Transition Program.
4. Selectee must complete a financial disclosure statement
5. U.S. citizenship is required

## **Total number of openings**

1

## **Major Duties**

Participates in the NASA Pathways Recent Graduate Program. This is a formal training program consisting of specialized training designed to accelerate an employee to the full performance level. Participant completes assigned duties, tasks, reading and developmental activities specified in the program. Program participants receive formal periodic assessments of progress and mentorship.

Serves as an Industrial Property Management Specialist representing the Johnson Space Center (JSC) Industrial Property Officer with regard to maintaining property management systems and implementing procedures to control and manage property as required by the Federal Acquisition Regulations (FAR) and NASA FAR, policies, procedures, guidelines, and regulations.

Duties include:

Assisting Government Property Administrators having oversight responsibility of several JSC large contracts in reviewing the contractor's policy, procedures, and instructions; applying statistical sampling techniques to obtain and validate data; identifying uneconomical or inefficient procedures or practices; conferring with contractor personnel to advise correction of noted deficiencies or improvements in the property control system: developing and submitting, to superior, a fully documented report covering all survey procedures, findings, and recommended actions; or other related industrial property functions.

Assists the Industrial Property Officer in managing and coordinating Center property matters among the various contracting officers, technical officials, contractor officials, delegated property administrators, and plant clearance officers by collecting loss reports and maintain copy for contractor file; performing property closeout activities for contracts and grants..

## **General Qualifications**

A master's degree is qualifying for the GS-9 level. Degrees in production management, industrial management, business administration or related field are strongly preferred. A bachelor's degree plus 1 year specialized experience will qualify if the bachelor's degree meets the criteria for Superior Academic Achievement (GPA 3.0 or higher and/or membership in a national honor society).

To be qualifying, the experience must include the following:

- Experience in managing and coordinating prime contractor and subcontractor property matters among the various contracting officers, technical officials, contractor officials, delegated property administrators, and plant clearance officers.
- Demonstrated skills in verbal and written technical property communications.
- Ability to independently analyze and resolve complex property management issues where there are no established guidelines or procedures.
- Experience in establishing requirements for and monitoring application of automated databases, processes, and/or written procedures for the management and control of property assigned to contractors.
- Extensive knowledge of and experience in the application of the multiple contract property management functions/outcomes involved in the control of property.
- Extensive understanding and experience in the application of and the differences between the applicable property FAR regulations released prior to June 2007 and post June 2007 and their individual impact on various contracts.
- Knowledge and understanding of diverse and complex industrial and business operations, including contract clauses, government sales policies and methods, and procurement regulations.

## **Educational Qualifications**

Master's degree from an accredited U.S. university is qualifying for the GS-9 level.

Degrees in production management, industrial management, business administration or related field are strongly preferred.

## **Requirements**

U.S. citizenship is required.

## **How You Will Be Evaluated**

Candidates will be assessed either based solely on basic eligibility requirements or may include a qualitative rating of candidates. NASA Pathways candidates will meet the qualification requirements consistent with the OPM qualification standards applicable to the position being filled. Where appropriate, candidates will be required to meet NASA's Aeronautics, Scientific, and Technical (AST) qualification standards for the position(s) for which they are applying. Veterans' preference applies to all selections made under the Pathways authority in accordance with Part 302 of 5 CFR. Candidates who meet the minimum qualification requirements need not be further evaluated; however, if no further evaluation is done, qualified veterans have absolute preference. If candidates are further evaluated using NASA's category rating process, qualified veterans have absolute preference within the appropriate category.

## Benefits

NASA offers excellent benefit programs and competitive salaries. To learn more about pay and benefits at NASA, visit the [NASA Jobs website](http://nasajobs.nasa.gov/benefits/benefits.htm).

## Other Information

Any applicant tentatively selected for this position may be required to undergo a pre-employment background investigation.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Your USAJobs account asks you to assign a name to each of your resumes. When you apply to a NASA position, we will show you the text of the resume you have submitted, but we do not maintain the name you have assigned to that resume. If you wish to keep track of that information, we recommend you make note of it at the time you apply.

Allowable relocation expenses will be made to any applicant selected from outside the commuting area.

In order to receive preference in hiring, you must clearly identify your claim for veterans preference on your resume. NASA's *Applicant Guide* ([https://resume.nasa.gov/applicant\\_guide.htm](https://resume.nasa.gov/applicant_guide.htm) *target=\_blank*) provides the information needed to assist you in determining whether or not you can claim 5 or 10 point veterans preference. You should not submit documents to prove your eligibility for veterans preference at this time. However, you must be prepared to submit proof of veterans preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form) as requested by the Human Resources Office. Veterans preference will only be considered based on what is supported. For instance, if you claim 10-point preference, but are only able to document 5-point preference, you will be considered accordingly. If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

These are excepted appointments in the Pathways Recent Graduates Program excluded from the Career Transition Program.

U.S. citizenship is required.

Occasional travel may be required.

This position requires the individual to file a financial disclosure statement.

Applicants must meet eligibility requirements by the closing date of this announcement.

## How to Apply

Applications will be accepted through NASA's automated Staffing and Recruiting System (STARS). You may begin the process of submitting your resume by clicking on the 'Apply Online' link.

In order to be considered, you must submit a resume completed on the USAJOBS site. When completing your USAJOBS resume, please remember that NASA limits resumes to the equivalent of approximately SIX typed pages, or approximately 22,000 characters including spaces. You will NOT be allowed to complete the application process if your resume is too long or if your resume was uploaded to USAJobs from a second source. Additionally, NASA does not accept documents attached through USAJobs' document attachment feature.

Once you submit your resume to NASA, you will be asked to complete a short series of additional questions. You must finish the entire process in order to have a complete application package and receive consideration. Your answers will not be saved unless you finish the entire application. You may edit a previously-submitted application, if the announcement is still open. For more information, see the Applicant Guide. ([https://resume.nasa.gov/applicant\\_guide.html](https://resume.nasa.gov/applicant_guide.html))

If you are unable to apply electronically for this position, submit your resume and supplemental questions to: National Aeronautics and Space Administration (NASA), Resume Operations Center, Mailstop: HS50, Marshall Space Flight Center, AL 35812. DO NOT submit your resume directly to the Center advertising this vacancy. Mailed resumes must be received by the close of business on the closing date of the announcement. Hard copy resumes requirements are provided at: Hard Copy Resume Requirements (<http://nasajobs.nasa.gov/howtoapply/hardcopyresumes.htm>). If you are a first time applicant, we recommend that you review NASA's Applicant Guide ([https://resume.nasa.gov/applicant\\_guide.html](https://resume.nasa.gov/applicant_guide.html)) to ensure that you are providing a complete resume. Failure to submit the supplemental data and a resume that contains all of the required information may result in loss of consideration for positions in which you are interested.

All applications must be received no later than midnight Eastern Time on the closing date of the announcement.

## Required Documents

NASA's application process has been specifically developed to ensure that we only ask you for the information we absolutely need to evaluate your qualifications and eligibility. In order to apply for this position, you only need to submit your resume and answer the screening questions and supplemental information. No additional documentation is accepted at the time of application. (For example you need not submit narrative KSA statements; they are not required and will not be evaluated.) In this way we allow you to focus on preparing a resume that best describes your background and abilities. For assistance in preparing your resume, consult the *Applicant Guide* ([https://resume.nasa.gov/applicant\\_guide.html](https://resume.nasa.gov/applicant_guide.html) *target=\_blank*). Nothing further is required until requested by the Human Resources Office. At that point, we may ask you to submit documentation to support statements made in your resume. For example, we may ask you to provide academic transcripts or proof of Federal employment status. If you are claiming veterans' preference, we may ask you to submit proof of veterans' preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form). If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

## **Contact**

Silvia Molano / / [silvia.y.molano@nasa.gov](mailto:silvia.y.molano@nasa.gov)

## **What to Expect Next**

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